

ROUTING AND TRANSMITTAL SLIP		Date
		23 April 84
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	C/PPG	4/23
2.		
3.	DD/P&M	123
4.		
5.	OS Registry	Rec'd 236 4/24
Action	File	Note and return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
PPG	Phone No.

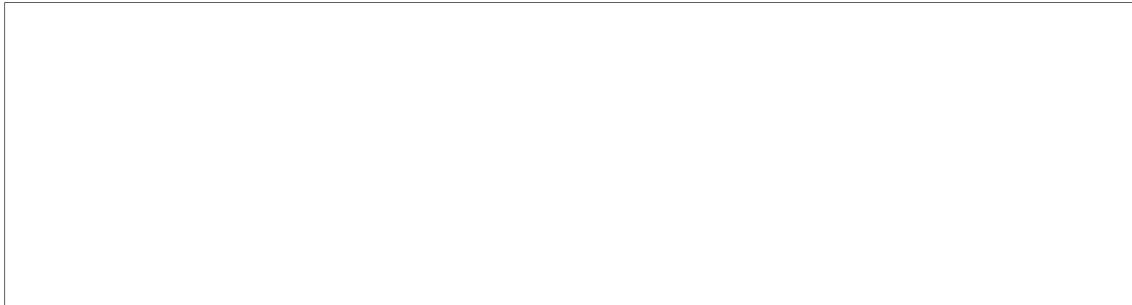
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20 April 1984

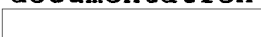
There was no staff meeting this week; however the following items are being published:

1.

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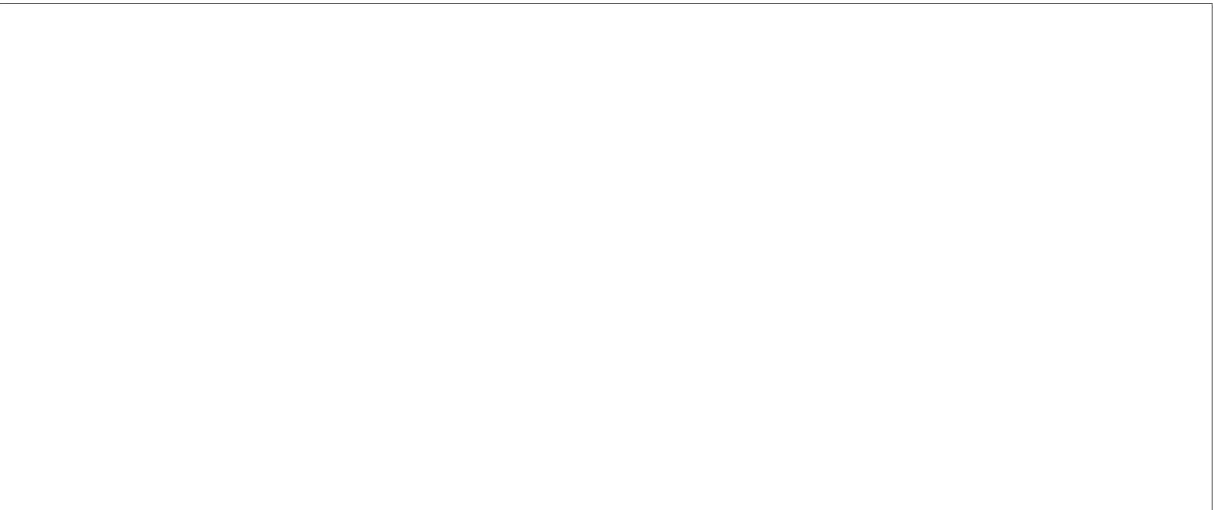
2. Travel Accounting

The subject of delinquent travel advance accounting has been recently reviewed and addressed by the DDA. As a reminder, approving officers are advised to ensure that sufficient control mechanisms exist to enforce the requirement that Agency employees account for funds advanced by the established due dates and that PCS travel accountings are promptly submitted upon the completion of the temporary living allowance. Employee accountings must meet the standards prescribed by regulations; any instances of missing or incomplete documentation must be satisfactorily resolved. 

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4. DCI Staff Training

The pilot presentation of the Protective Operations Course was initiated by Office representatives on 16 April at the

[redacted] The course focuses on a variety of duties and responsibilities associated with assignment to the Staff including [redacted]

5. Special Agents Training Course

The 66th presentation of the Special Agents Training Course, which began on 19 March, concluded on 20 April with the graduation of [redacted] students. The distribution of field office assignments are: [redacted]

6. Office Quarterly Reviews

[redacted] and [redacted] recently met with the Deputy Directors of the three functional directorates for quarterly reviews of Office activities. Discussions encompassed the full range of security topics and addressed tasking contemplated from Agency components. [redacted]

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7.**8.****9.****CONFIDENTIAL**

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